CITY COUNCIL STAFF REPORT

MEETING DATE: February 4, 2004

CITY OF MORGAN HILL

Agenda Item # 12
Updated Staff Report
Prepared By:
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Lt. Terrie Booten
Approved By:
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Chief B. Cumming
Submitted By:
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Acting City Manager

APPROVE PURCHASE ORDERS FOR THE TENANT IMPROVEMENTS FOR THE NEW POLICE FACILITY

RECOMMENDED ACTION(S):

1) Authorize the City Manager to approve a Purchase Order in the amount of $174,894.00 for the design, purchase and installation of card readers, closed circuit TV, Fire and Security Alarm systems purchased for the tenant improvements at the new police facility.

EXECUTIVE SUMMARY:

In July 2003 the council awarded a building contract located at 16200 Vineyard Blvd. for the future Morgan Hill Police Department. The Council also approved the purchase price and the estimated tenant improvements cost to complete the project. Construction has begun and equipment that is provided and installed by the vendor needs to be purchased immediately to avoid any delay in the projects completion.

The RFP was issued to seven vendors who expressed interest in the project. A meeting about the scope of work was conducted at the job site. Five proposals were submitted for review by the Construction Manager and City Staff. The proposals were evaluated for scope of work, product quality, service and training to be covered by one vendor.

After proposal evaluation by the Construction Manager and City staff, a recommendation to Council for approval of a consultant agreement with Tri-Signal Inc., who will provide design, installation and service for the card reader access, CCTV, audio & visual needs throughout the department, intercom system, TV cable installation and Fire/Security Systems.

This award will be contingent upon meeting the requirements of a signed consultant agreement between Tri-Signal Inc. and the City.

FISCAL IMPACT:

The funds set aside for the tenant improvements in this project will be drawn from the 03/04 CIP budget (346). No additional funding will be needed for this project.